

### **SR. ACCOUNTING CLERK (BUSINESS LICENSE & PROPERTY TAX)**

Perform general accounting and data research duties related to the processing and documentation of real and personal property tax and City business license, ensuring that records and assessments are accurate. Duties include:

- Maintain accurate databases and reconcile with tax records and state reports.
- Prepare real and personal property tax bills and balance payments received.
- Compute refunds, payments, interest and penalties and issue notices of delinquency when applicable.
- Research and respond to customer requests for various information including, business license requirements, current and delinquent taxes, interest/penalty, ownership, and assessments. Contacts are with citizens, business owners, mortgage companies, tax services and attorneys.
- Backup various general accounting functions and provide other staff support duties such as switchboard and cashier responsibilities as needed.

Requires knowledge of generally accepted accounting principles and the ability to learn and apply relevant tax laws, regulations and procedures. Proficient in using excel and access, and specialized accounting software systems. Requires ability to explain and/or interpret City policies and procedures, answer complex questions and resolve customer and/or citizen problems and complaints which may include interacting with citizens who are often angry and confused. Must be able to deal tactfully, courteously and effectively in stressful situations.

**Minimum qualifications:** High School graduate and three years specialized clerical accounting experience that included collection and balancing of funds and basic bookkeeping principles.

**Grade T5**

**Grade Minimum: \$28,824**

**City of Germantown Policy:**

To be eligible to apply for a position opening, all current employees must have completed (6) months in his/her position and obtain a request for transfer from the Human Resources Office. All others interested in the position should submit a City of Germantown employment application to the Human Resource Office, 1930 S. Germantown Rd. Germantown, TN 38138.